COLLEGE OF HEALTH PROFESSIONS
UNIVERSITY OF ARKANSAS FOR
MEDICAL SCIENCES

2024 CHP Seed Grant Instructions

The College of Health Professions Seed Grant (CHPSG): Pilot research projects are funded by the generous members of the College of Health Professions Dean's Society and other philanthropic support. The grants are intended to promote, enhance, and build on existing strengths of the CHP, foster and extend excellence, and encourage innovation.

General Information

Purpose: The purpose of the CHPSG is to provide pilot funding for research projects that has the potential to develop into **extramurally funding**. Pilot research project grant funds can be used for research in **education methods, Interprofessional Education, basic, applied research, translational sciences, or clinical care** that can gather sufficient data to apply for extremal funding.

Eligibility: Only permanent, full-time CHP faculty (primary appointment), at the rank of Instructor or above, and staff are eligible to submit a proposal as the Principal Investigator (PI). Student research projects must be sponsored by a CHP faculty or staff member. To encourage interprofessional collaboration, project proposals by individuals from different departments are preferred, especially if the departments are in different UAMS colleges or other institutions or agencies.
Further, faculty or staff members receiving an award in one year as **PI are ineligible** to apply for an award in the following year's funding cycle. Funded faculty as PI must sit out at least one year, complete their funded project so, they can become eligible to re-enter the CHPSG competition in the second year after their award.

Funding Period: Funding is for a 12-month period starting the **1st Monday in August**; however, 18 months is allowed to complete the project based on grant justification.

Amount of Awards: A total up to $5,000 is available for pilot-grants for research. Funds cannot be used to pay salary for faculty or staff, but up to $2,000 may be used for hiring a CHP part-time student to work on this project.

In general, grants **will not** fund activities that can or should be financed from other revenue sources such as Departmental budget. However, CHPSG can be used to extend, complement, or supplement funding from other sources.

Instructions

Applicants must adhere to the following guidelines on the content and format requirements of the proposal. If any format specification *is not met*, the application will be returned to the Principal Investigator **without** consideration for review process.

Application Specifications:

Length: Cover page (1 page) and Narrative Section which includes: Specific Aims (1 page), Research Strategy (5 pages), Bibliography (as needed), budget section (1-2 pages), biographical sketch (2 pages maximum for each investigator). Please see below for more detail.

Font Size: 11 point or greater Arial typeface.

Margins: No less than 0.5 inches left and right margins, and 0.5 inch top and

bottom. *Submission:* Submit one original full application by 5:00 pm on **July 5,**

2024 via email to: Associate Dean for Research at ADResearchCHP@uams.edu

Application Instruction:

I.   Cover Page
1- State the name, rank, title, and affiliation (department) of the Principal Investigator (PI) and contact information.
2- Title of proposed project.
3- Identify Co-Investigators and Collaborators by name, rank, and affiliation.
4- Project Abstract *(120-word limit)*.

II.   Narrative Section
Provide a narrative section with the headings listed below. This will be reviewed for educational or scientific merit and the potential for future extramural funding.

1. **Specific Aims** including Long-term Goals (**1 page**)

2. **Research Strategy** (**5 pages**) and must include:

    1- Significance (~1 page)
    2- Innovation (~0.5 page)
    3- Approach (~3 pages) and must include:
        Preliminary Data (if available); Statistical Design and Methods & Project Timeline Table
    4- Plans for Future Funding (~0.5 page)

3. **Bibliography & References Cited (no limit)**

III.   <u>Budget</u>

Provide personnel justification for PI, Co-I and other personnel in a detailed budget. Describe all expenses, specific supplies or other operating expenses, and student costs. Justify each expense in detail.

<u>CHPSG Grant Submission Budget Justification</u>

<mark>See CHPSG Sample Folder</mark>

<u>Other Support</u>

List all sources of current and pending support for the principal investigator (PI) only agency (or source), title, start and end dates, and level of funding support.

<u>Qualifications of Project Personnel (Bio Stetch)</u>

The NIH biographical sketch format must be used, and should be provided for ***PI and CO- investigators*** participating in the project, but **not** include for students. The biographical sketch should contain information about the education, training, and research experience of investigators in addition to a list of relevant publications.

<u>Approval Requirements</u>

Approval   of internal committees (IRB, IACUC, etc.) may occur before or **after** the grant is approved but funding will **not occur** until all the appropriate internal review committees have approved. Recommended applicants for funding have **45 days** after notification of recommended funding to submit their IRB approval for funding to send to ADR.

Review Process and Timetable

CHP core faculty will receive announcements by E-mail about the availability of CHPSG funds in May with a reminder notice early June. The application process itself is two-tiered. Applicants submit proposals by **July 5** to the Associate Dean for Research who will arranges for scientific review. Judging standards for applications will utilize criteria similar to those of the National Institutes of Health. Funding for awarded projects **will begin the 1st Monday in August**.

To apply for a CHPSG Award, or for further information contact:

Reza Hakkak, Ph.D.

Associate Dean for Research
College of Health Professions
University of Arkansas for Medical Sciences
501-686-6166 or (email) ADResearchCHP@uams.edu